

Michigan Treasury Online (MTO) Optimization

Learning Series 10: Amending and Paying a Sales, Use and Withholding (SUW) Tax Return

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

January 2016

Customer Friendly

Simplified Process

What's New in MTO?

 Amending and Paying a Sales, Use and Withholding (SUW) Tax Return

Learning Series 10: Amending and Paying a SUW Tax Return

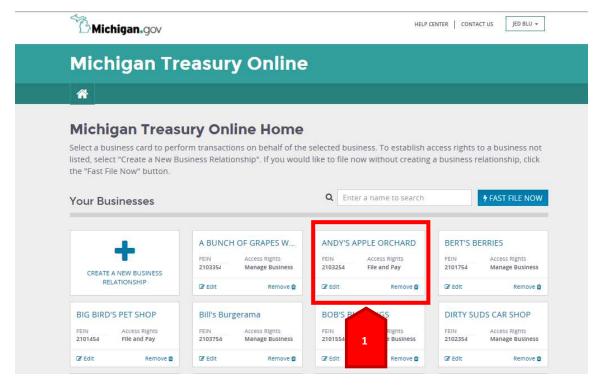
Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
\rightarrow	To indicate a change in process or functionally that is expected to significantly increase the user experience
<u> </u>	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
1	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
Access Types	To draw attention to a relevant section of information/text (not a button)

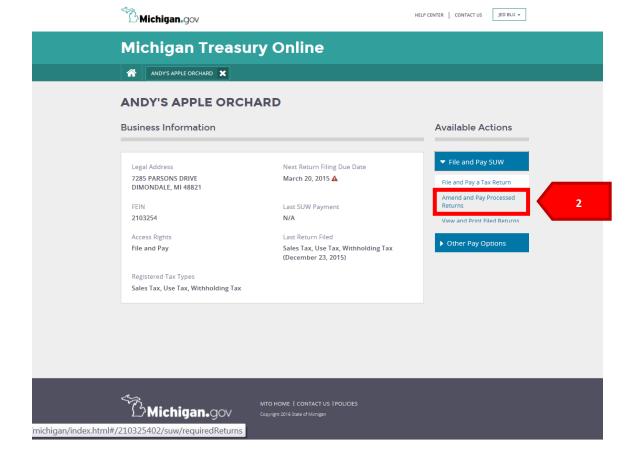
Amending and Paying a Previously Filed SUW Tax Return

Users who have the Manage Business Account or the File and Pay Sales, Use and Withholding Taxes only user role will be able to amend and pay a previously filed SUW tax return.

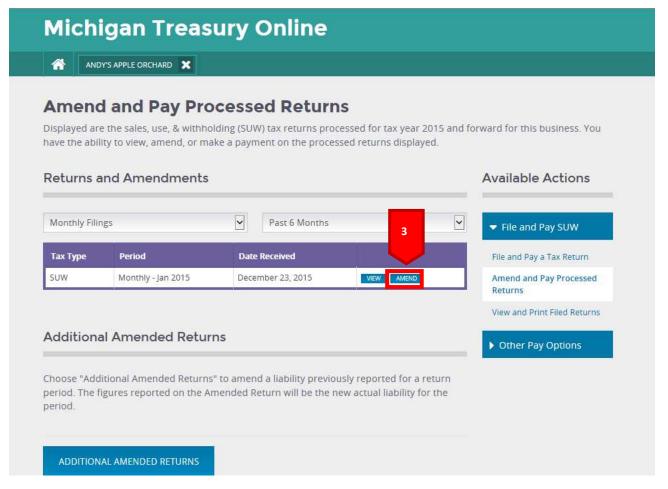
1. From their MTO homepage, a user will select the business card of the business they wish to amend a previously filed SUW tax return for.



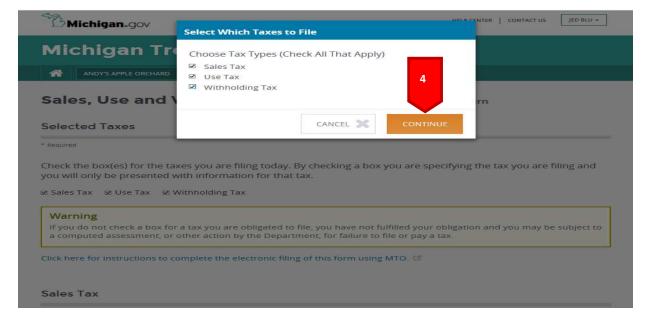
2. Select "Amend and Pay Processed Returns" under the File and Pay SUW drop-down menu.



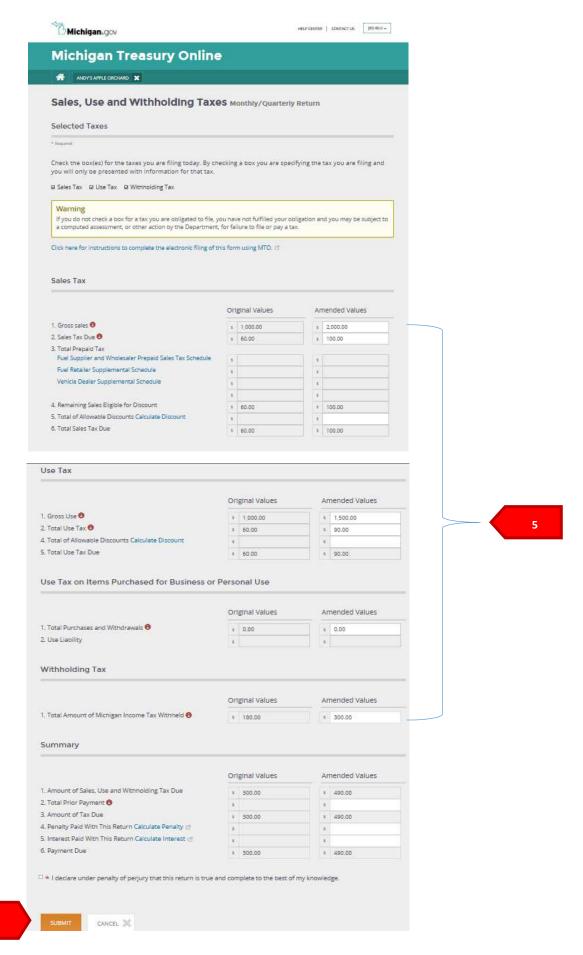
3. Select "Amend" for the previously filed return which you wish to file and amended return for.



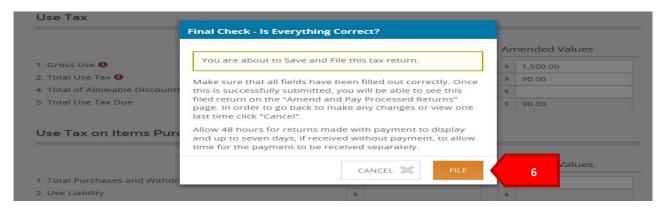
4. Select only the tax types you wish to amend and then select "Continue."



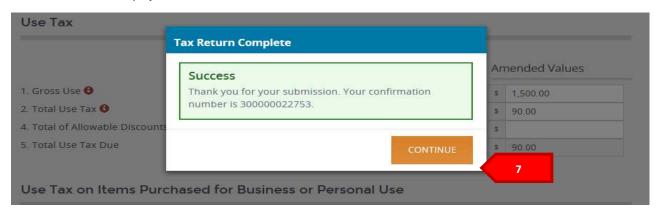
5. Enter the correct values in the "Amended Values" column on the SUW tax return you have selected to amend. Check the "I declare under penalty of perjury that this return is true..." statement and select "Submit."



6. Select "File" in the "Final Check-Is Everything Correct?" box.



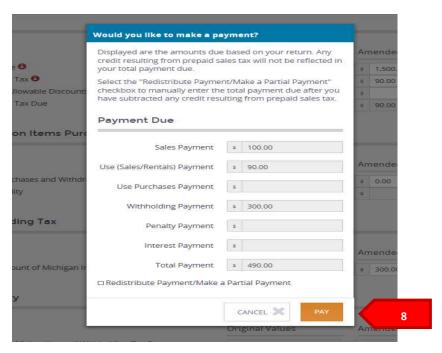
7. You will receive a confirmation number indicating your return has been filed. Select "Continue" to move forward to make a payment.



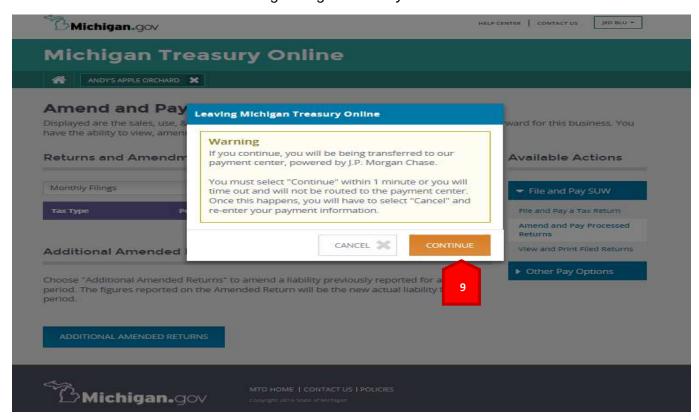
Note: The tax return confirmation number will also be emailed to the email listed in your user profile.

8. Confirm the payment amounts listed for each tax in the "Would you like to make a payment" box. If the payment amounts by tax are correct, select "Pay."

If the payment amounts are incorrect due to a credit resulting from prepaid sales tax, select the "Redistribute Payment/Make Partial Payment checkbox and enter the payment amounts you wish to pay by tax.



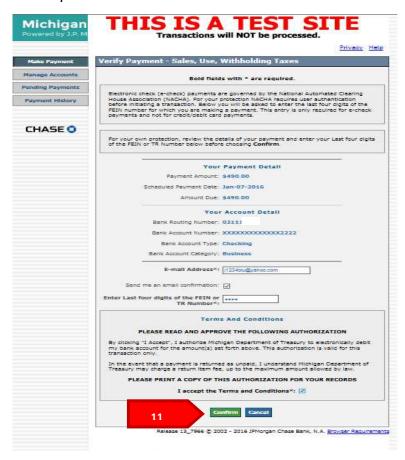
9. Select "Continue" on the "Leaving Michigan Treasury Online" box



10. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select "Continue."



11. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the "I accept the Terms and Conditions" checkbox and "Confirm."

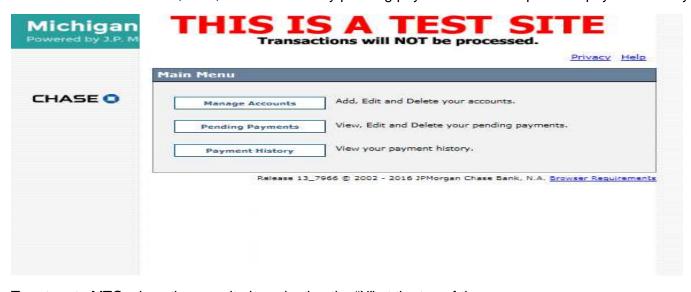


12. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click "Continue to the Main Menu."



You have now been routed to the pay site main menu. On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view previous payment history.



To return to MTO, close the pay site by selecting the "X" at the top of the page.



If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: www.michigan.gov/mtobusiness.